Ton Duc Thang University

CENTER FOR APPLIED INFORMATION TECHNOLOGY

Course Lecture

MOS WORD 2016

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Course Materials

- Textbooks
  - [1]. Joan E. Lambert, [2017] MOS 2016 Study Guide for Microsoft Word
- Main references:
  - [2]. Wiley, [2016]. Microsoft Official Academic Course MICROSOFT WORD 2016.
  - [3]. Windows 10 tutorialspoint SIMPLY EASY LEARNING [2018].

ĐẠI HỌC TÔN ĐỨC THẮNG
TÔN ĐỨC THANG UNIVERSITY

Ton Duc Thang University

Chapter 4

INSERTING AND FORMATTING OBJECTS IN A DOCUMENT

Chapter 4. Inserting and formatting objects in a document

- 4.1 Insert and format Pictures
- 4.2 Insert and format Shapes
- 4.3 Insert and format WordArt, SmartArt
- 4.4 Insert Screenshot (Screen Clipping)
- 4.5 Apply and manipulate Text Boxes

Chapter 4. Inserting and formatting objects in a document

- 4.6 Create and manipulate Tables
- 4.7 Create Bookmarks and Hyperlinks
- 4.8 Insert Cover pages
- 4.9 Create and modify Headers and Footers

Chapter 4. Inserting and formatting objects in a document

- 4.1 Insert and format Pictures
- 4.2 Insert and format Shapes
- **4.3 Insert and format WordArt, SmartArt**
- 4.4 Insert Screenshot (Screen Clipping)
- 4.5 Apply and manipulate Text Boxes

4.3 Insert and format WordArt, SmartArt

1/. Insert WordArt

2/. Format WordArt

3/. Insert SmartArt

4/. Format SmartArt

4.3 Insert and format WordArt, SmartArt

1/. Insert WordArt

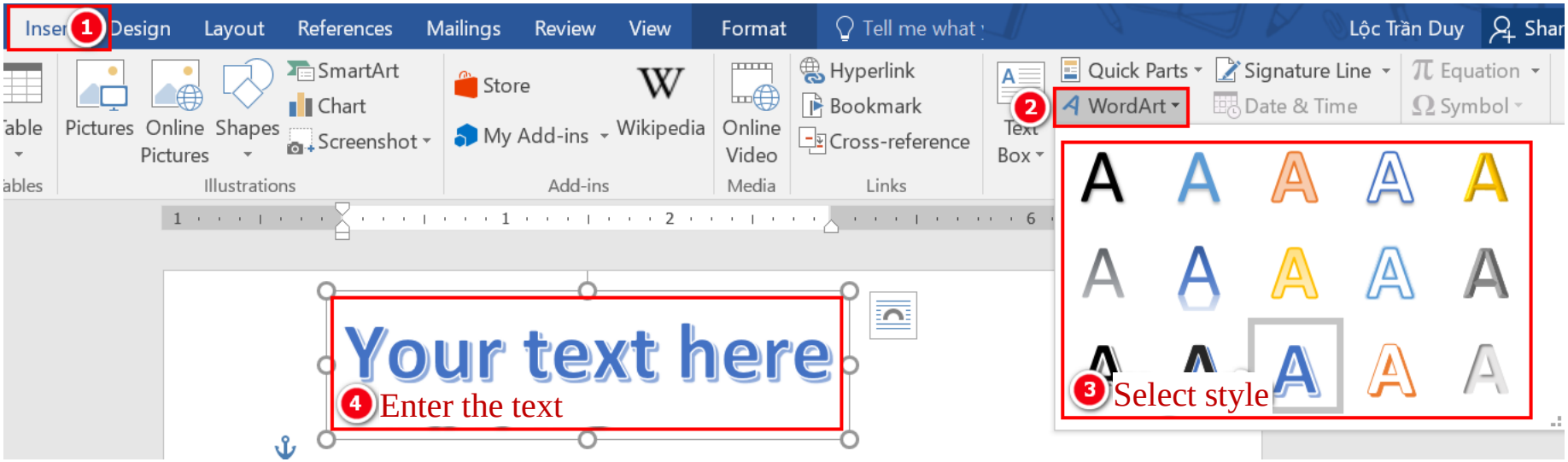
2/. Format WordArt

3/. Insert SmartArt

4/. Format SmartArt

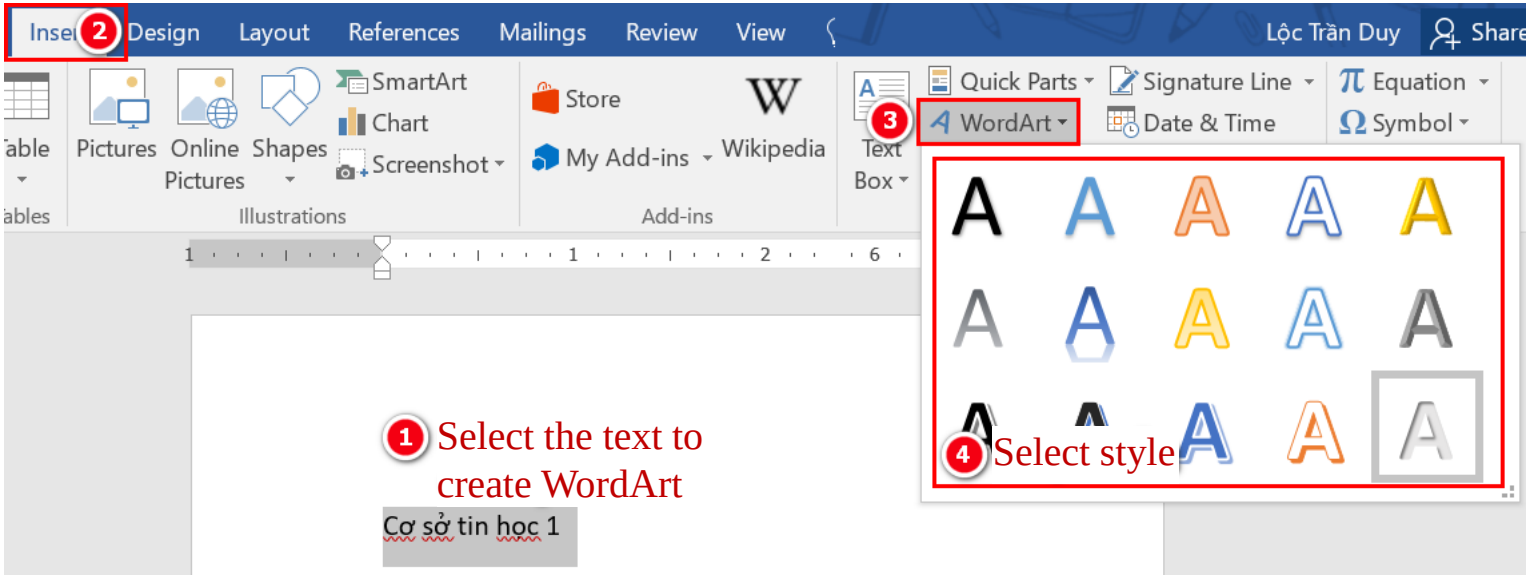
1- Insert WordArt

- **Insert WordArt from new text:**



1- Insert WordArt

- **Insert WordArt from existing text:**



4.3 Insert and format WordArt, SmartArt

1/. Insert WordArt

2/. Format WordArt

3/. Insert SmartArt

4/. Format SmartArt

2- Format WordArt

- **Format WordArt**

Perform similarly to shape (Lecture of Week 6 - Chapter 4)

4.3 Insert and format WordArt, SmartArt

1/. Insert WordArt

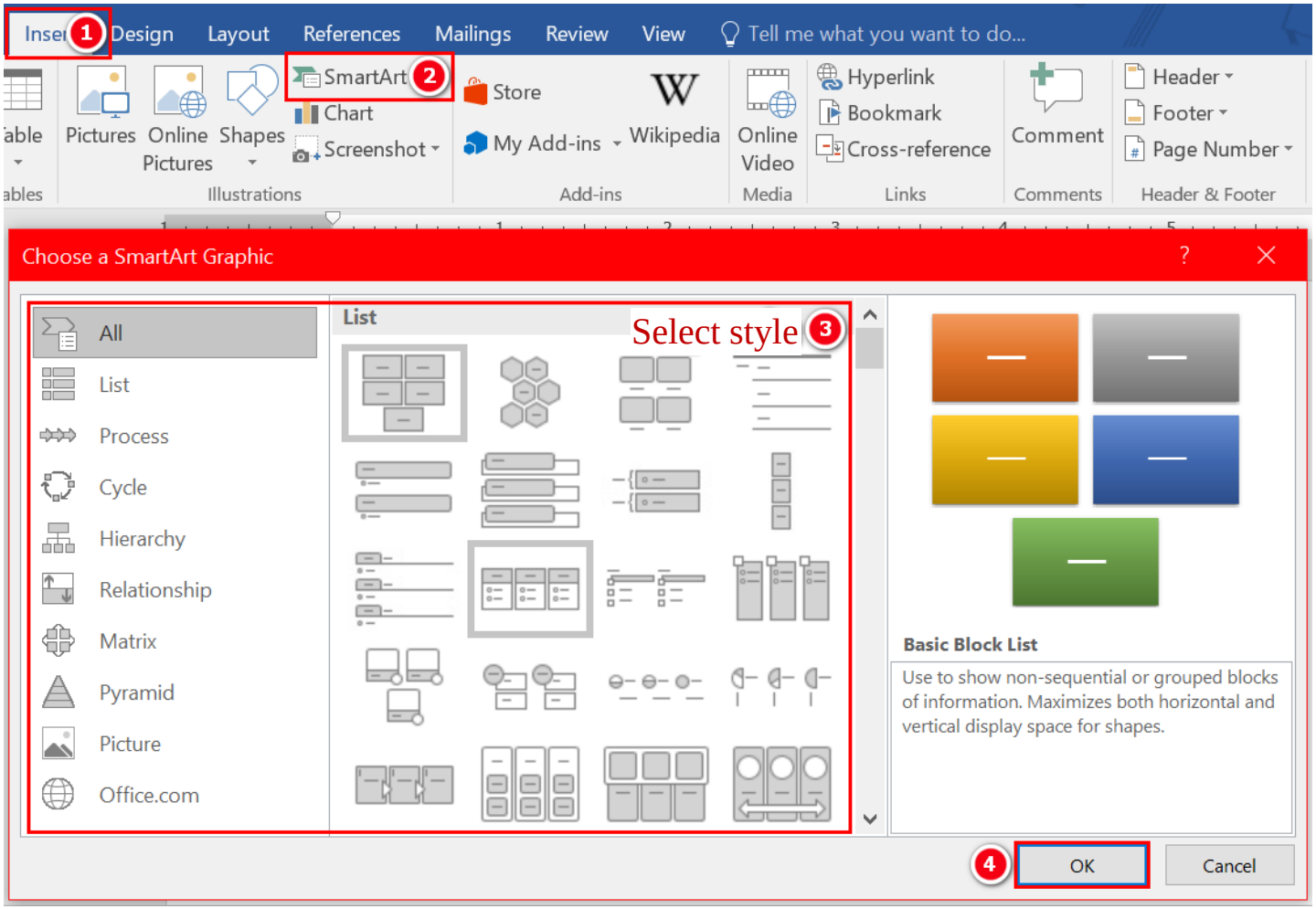
2/. Format WordArt

3/. Insert SmartArt

4/. Format SmartArt

3- Insert SmartArt

- **Insert SmartArt**



4.3 Insert and format WordArt, SmartArt

1/. Insert WordArt

2/. Format WordArt

3/. Insert SmartArt

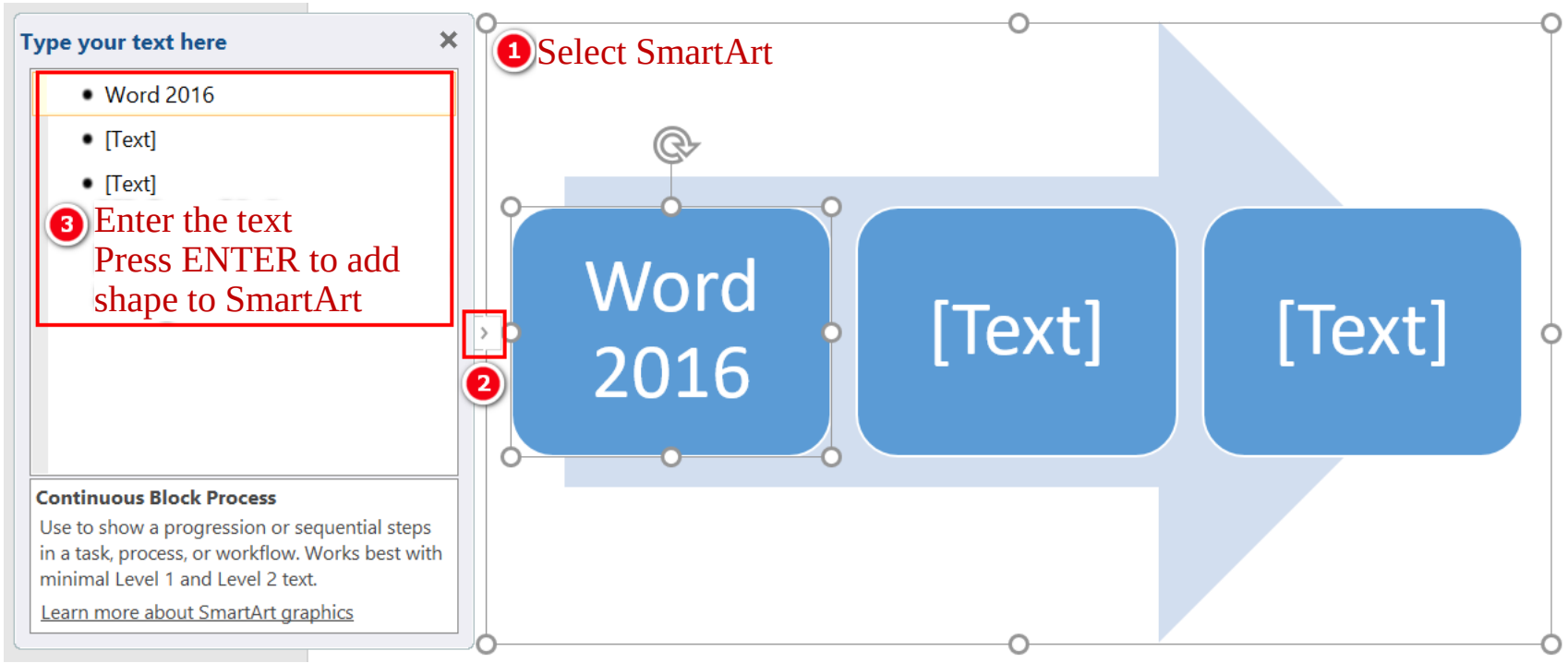
4/. Format SmartArt

4- Format SmartArt

a. Add text to a SmartArt (include adding a shape)
b. Delete a shape from a SmartArt
c. Re-arrange shapes in a SmartArt
d. Change a SmartArt
e. Apply a style to a SmartArt
f. Change the color of a SmartArt
g. Format each shape in a SmartArt

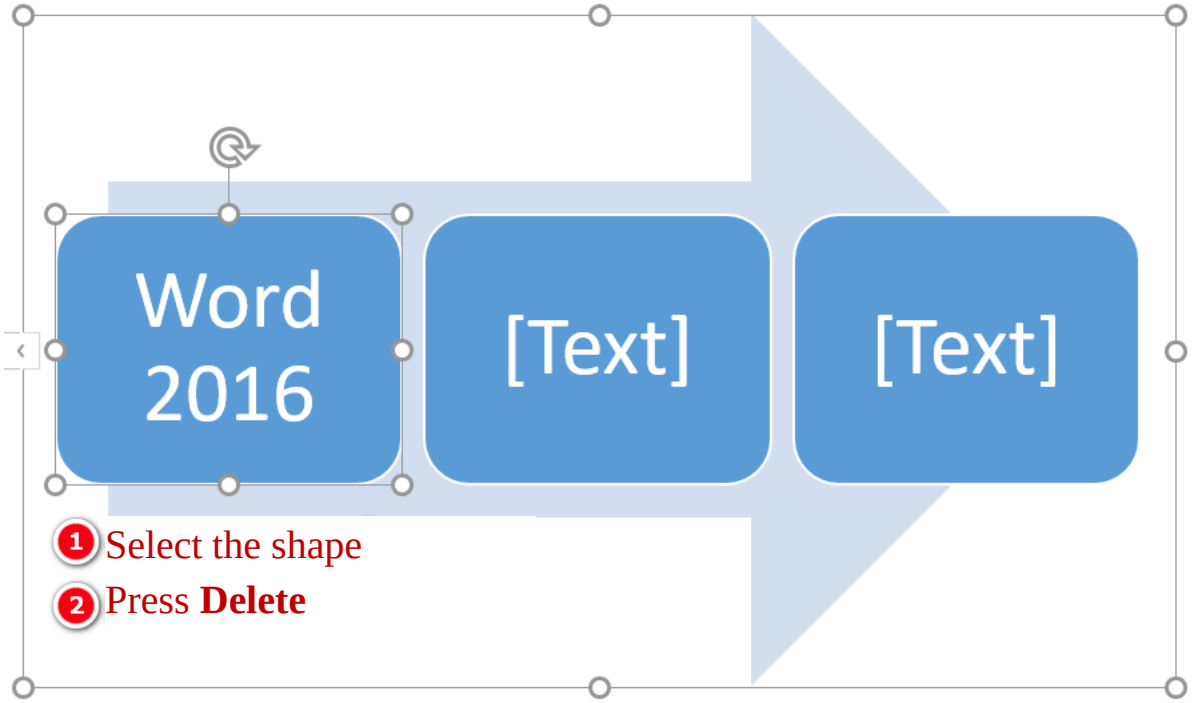
4- Format SmartArt

a. Add text to a SmartArt



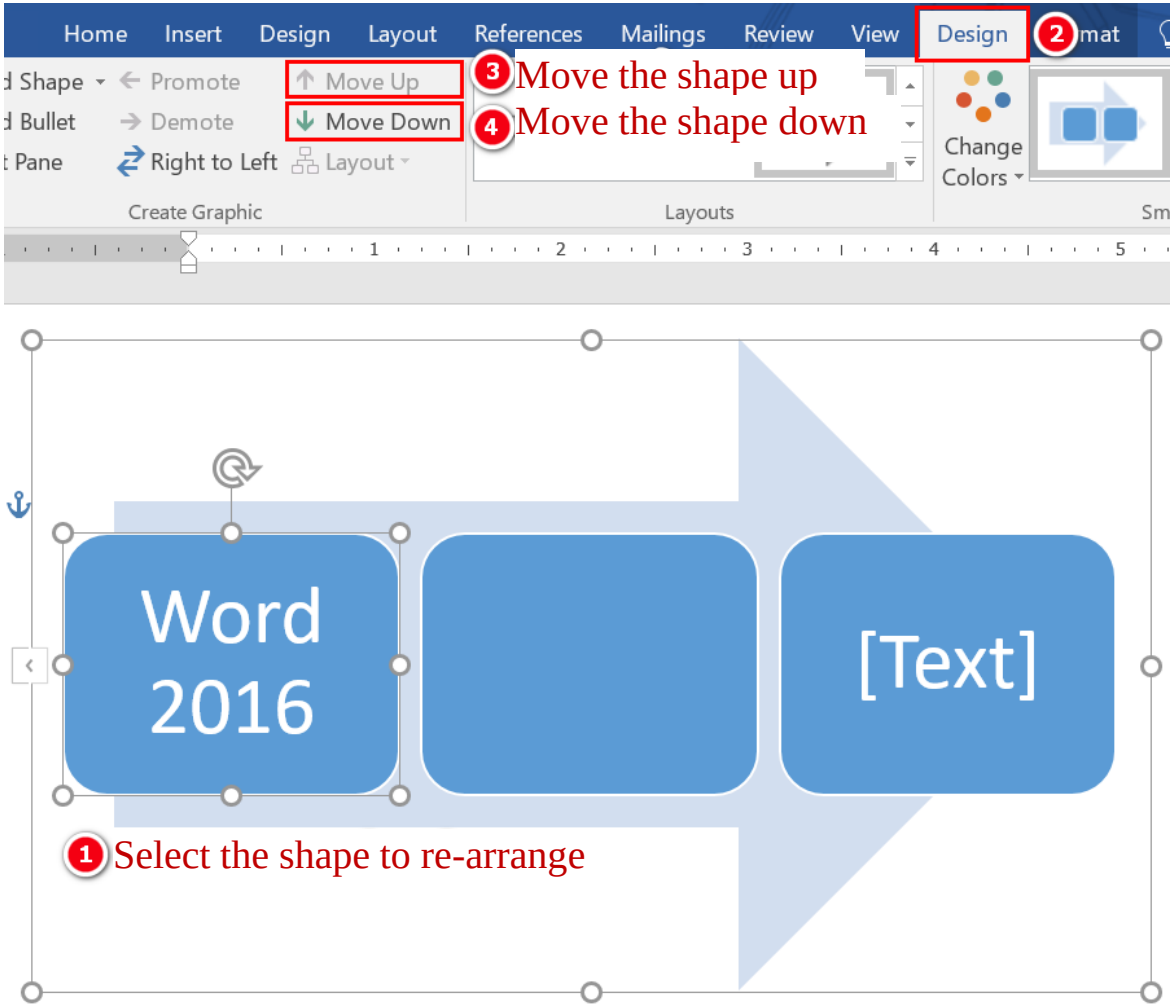
4- Format SmartArt

b. Delete a shape from a SmartArt



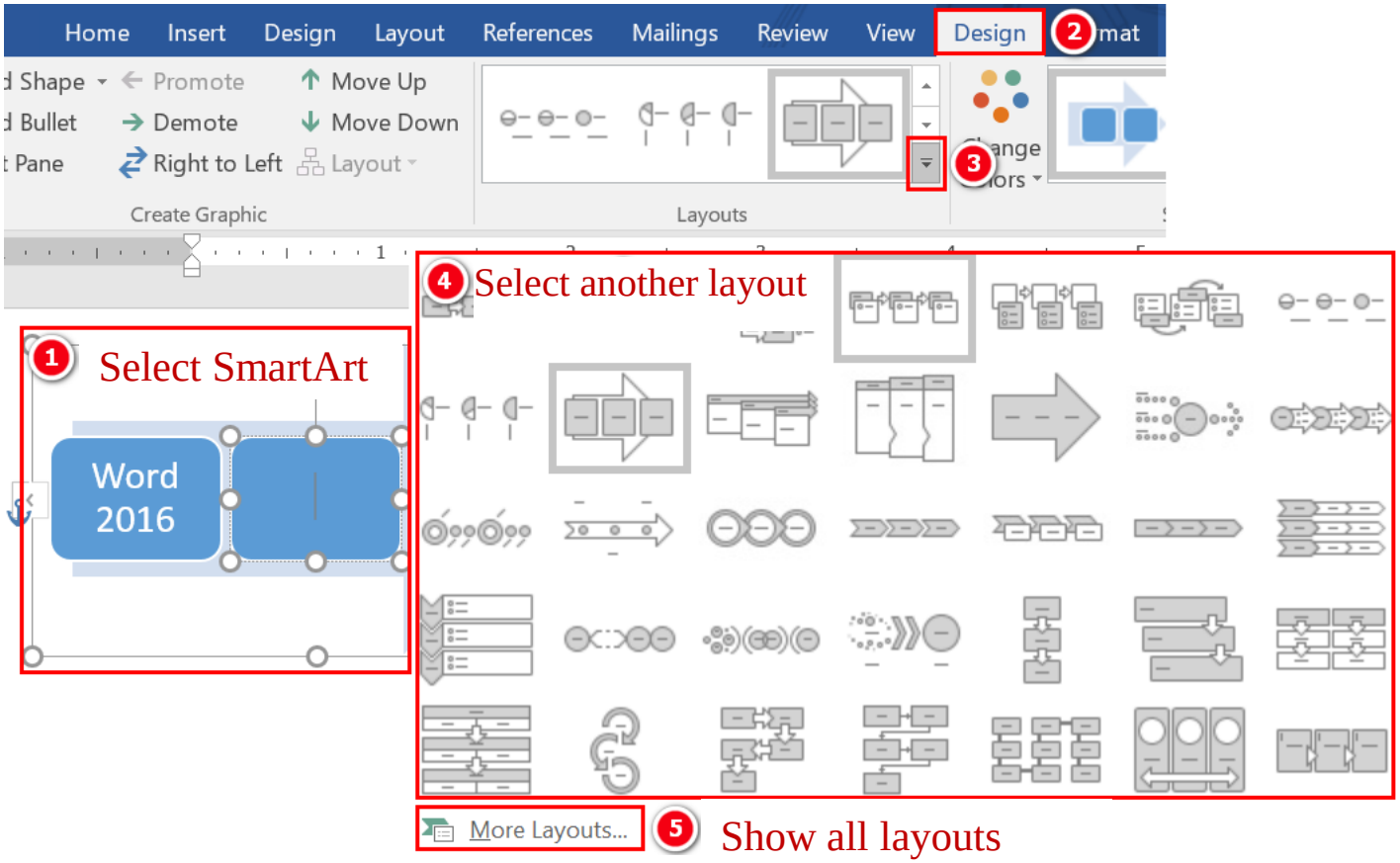
4- Format SmartArt

c. Re-arrange shapes in a SmartArt



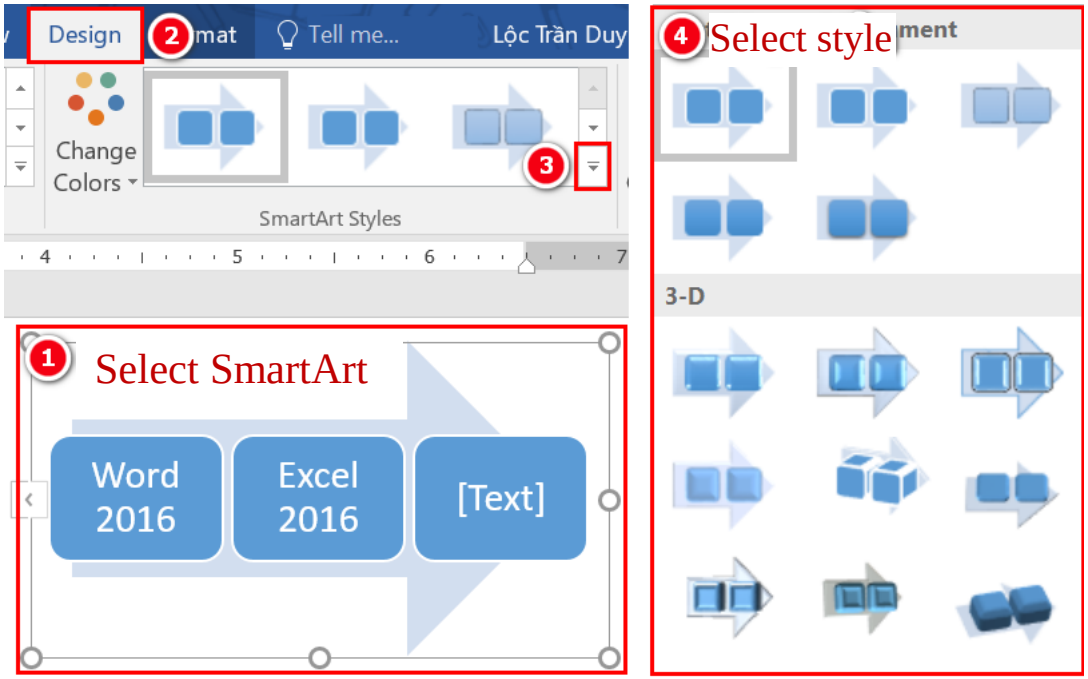
4- Format SmartArt

d. Change a SmartArt



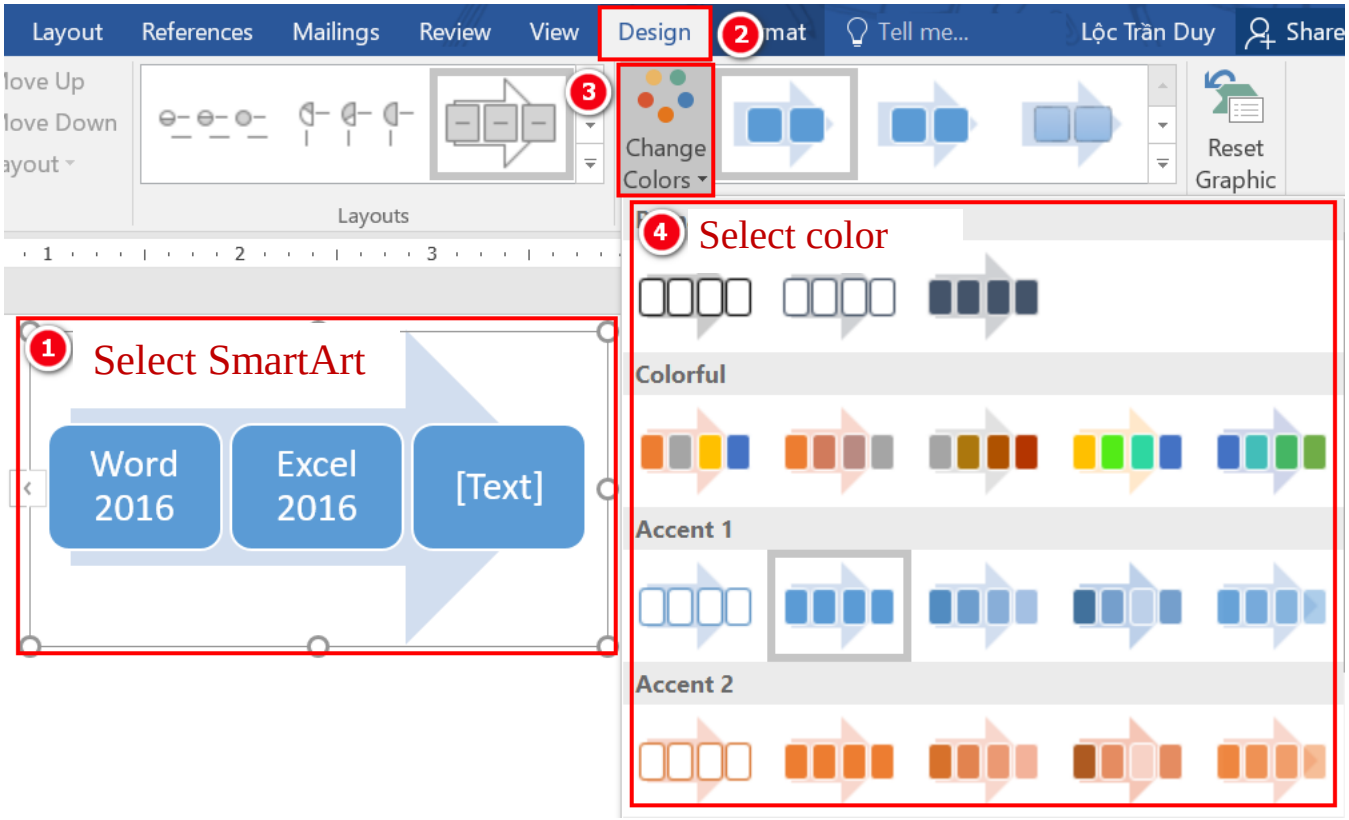
4- Format SmartArt

e. Apply a style to a SmartArt



4- Format SmartArt

f. Change the color of a SmartArt



4- Format SmartArt

g. Format each shape in a SmartArt

Perform similarly to shape (Lecture of Week 6 - Chapter 4)

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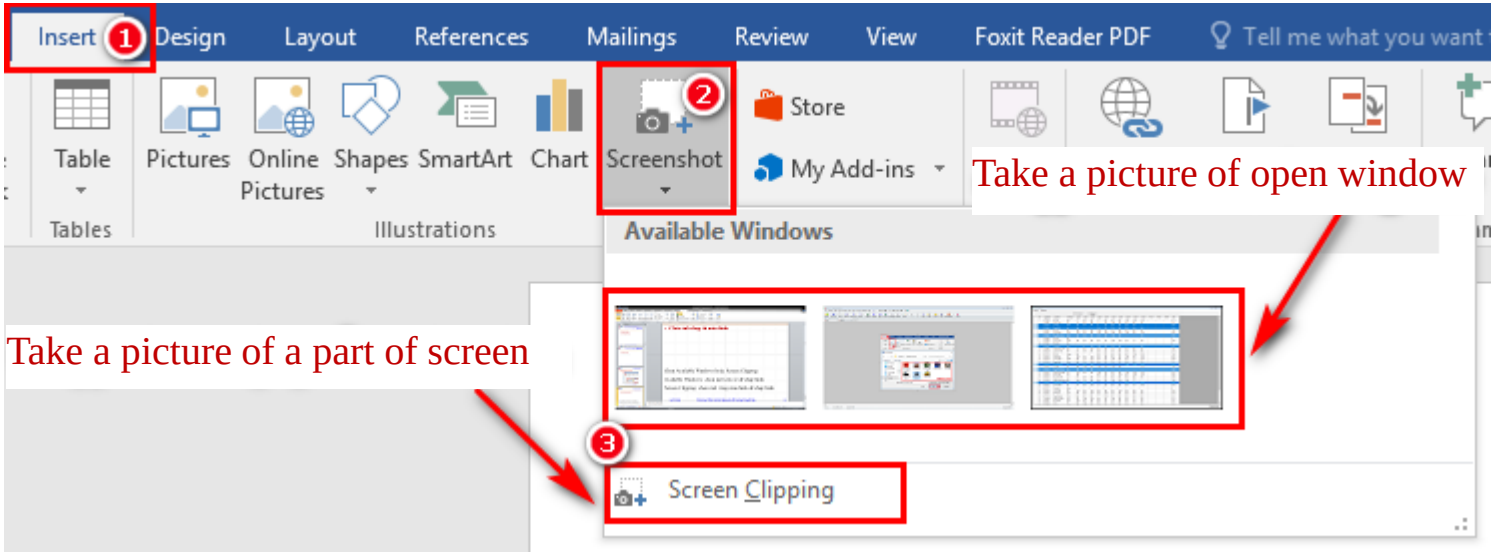
- 4.5 Apply and manipulate Text Boxes

4.4 Insert Screenshot (Screen Clipping)

1/. Insert Screenshoot (Screen Clipping)



Chapter 4. Inserting and formatting objects in a document

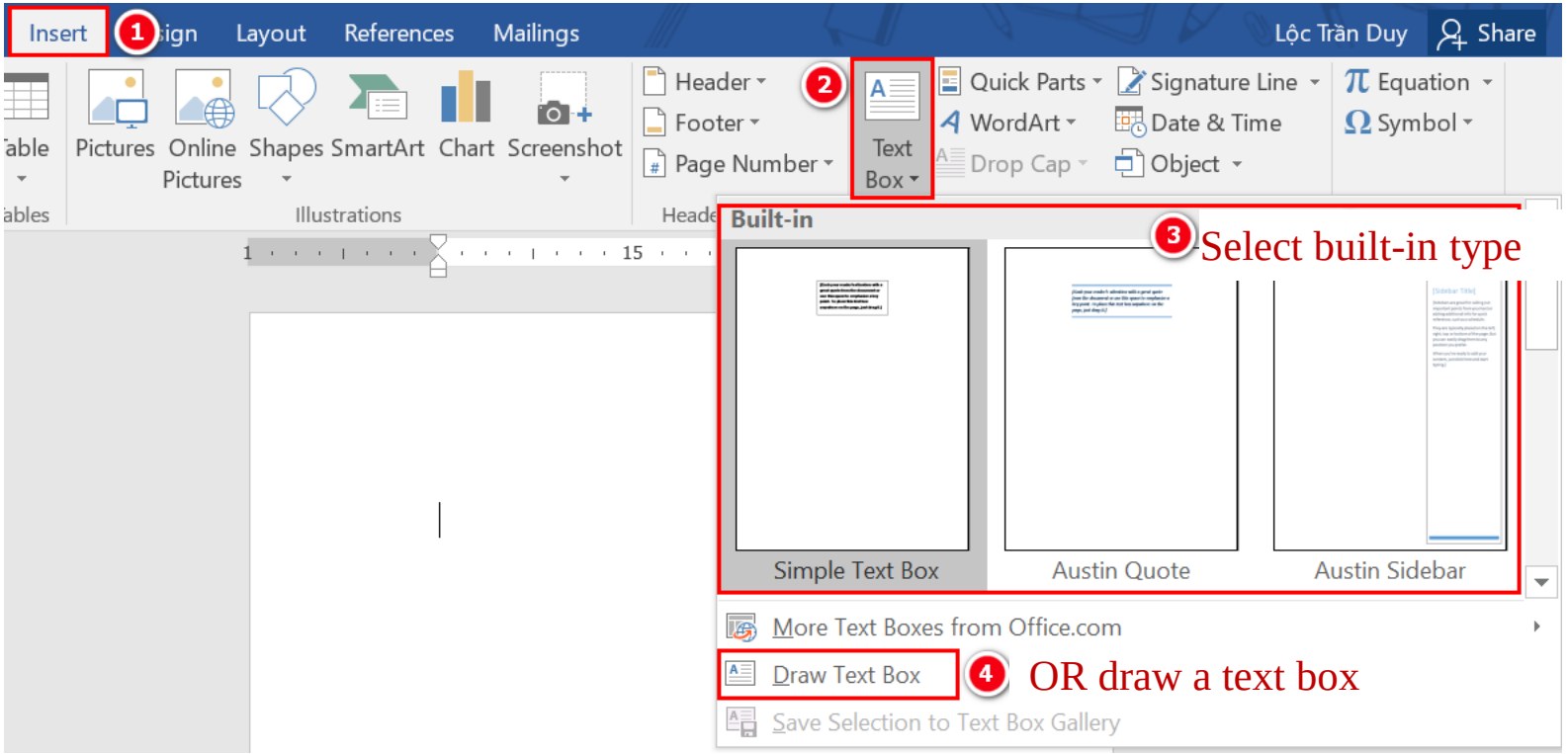
- 4.1 Insert and format Pictures
- 4.2 Insert and format Shapes
- 4.3 Insert and format WordArt, SmartArt
- 4.4 Insert Screenshot (Screen Clipping)
- **4.5 Apply and manipulate Text Boxes**

4.5 Apply and manipulate Text Boxes

1/. Apply and manipulate Text Boxes

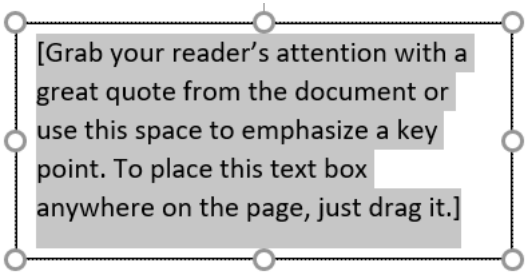
1- Apply and manipulate Text Boxes

- **Insert a Text Box**



1- Apply and manipulate Text Boxes

- **Enter the text into a Text Box**



1. Click Text Box and enter the text

1- Apply and manipulate Text Boxes

- **Format Text Box**

Perform similarly to shape (Lecture of Week 6 - Chapter 4)

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